



CRISWELL - PIACENTI WEDDING CATERING PLANNING GUIDE

WEDDING DATE:	(NEW) SATURDAY, November 13, 2021
NEXT TASTING:	Recommend no later AUGUST 2021
FINAL DETAILS DUE:	FRIDAY, October 22, 2021
FINAL PAYMENT DUE:	FRIDAY, October 29, 2021

TASTINGS

When should we schedule our next tasting?

Your next tasting can be scheduled at your convenience however we recommend no later than two (2) months prior to your wedding date. Please keep on mind, we do not conduct tastings in the month of December.

How do we schedule our next tasting?

Tastings are scheduled by appointment only so when you are ready please contact our office and we will be able to provide available dates and times. If there is a specific day you are looking for, please let us know.

It is important to keep in mind that Saturday appointments usually book a month or more in advance and we do not offer them on Sundays.

How many guests should I bring?

During your next tasting you will not only be selecting a final menu but we will also be discussing timetables, room diagram and configuration details at length. We recommend this tasting be for Bride & Groom or final decision makers only.

How many items can we select for the next tasting?

We recommend you to provide a list of (3-4) selections in each category: Salad, Main Entrees, Starches and Vegetables that you wish to taste or re-taste. Based on the list you provide; we generally add a few extra items that we think you may enjoy as well.

So once again, come H U N G R Y !

Do you offer children's meal?

Once a final menu has been selected, we can evaluate whether the menu is child friendly or if special meals are needed for the little ones.

THREE WEEKS PRIOR TO YOUR WEDDING FINAL DETAILS DUE

FLOOR DIAGRAM

Although this is a rather simple document your floor diagram is one of the most important documents for a successful event. It allows everyone on your vendor team to have a clear plan of all the components that will make up your event.

It also allows us to ensure ample space is allocated for guests flow and as well as proper placement of any food tables needed.

If you are planning Buffet Service for your meal, our standard buffet is:

- 12'L x 5'W set against a wall
- Each buffet is designed to allow guest (2) points of access from either end of the buffet
- We recommend (1) buffet set-up per 100 guests to ensure efficient and timely service as discussed during the planning phase
- Carving stations require 8-ft x 8-ft of space plus a power source

FINAL GUEST COUNT

Your final guest head count for meals is due (3) weeks prior to your event date. Please make sure you include yourselves in the count. When providing your final count please specify the number of adults, children (2-10) and children under (2) years old.

It is important to remember City View Catering will prepare and provide services based on the final guests count provided. City View Catering does not provide an overage percentage so accurate head counts are imperative not only for food quantities but for equipment and staffing levels as well.

SPECIAL MEAL REQUESTS

You may have guests attending that will inform you of their food allergies and/or dietary restrictions. Should you encounter a special request of this nature, please let us know. We will analyze the menu you selected and let you know the items they can or cannot eat. Should we find the menu selected too limiting, we will create a specific meal for them as we want every guest to feel comfortable and included. Ideally in this case, we would request to know who the guest is and which table they will be assigned.

VENDOR MEALS

Please let us know if you wish to provide meals for any additional vendors participating on your big day. We recommend a meal be provided for any vendor spending (5) or more hours with you.

- City View Catering provides meals for your venue manager, venue staff, security officers, and our team.
- Vendors to consider providing meals for are: Coordinators, Photographers, Videographers, Photo Booth Attendants, Bartenders or DJs.
- Some vendors require special arrangements such as bands, so please let us know any specific details required.
- Vendor meals are provided once all guests have been served unless otherwise specified.

TWO WEEKS PRIOR TO YOUR WEDDING FINAL PAYMENT DUE

FINAL PAYMENT

Final payment is due in full two (2) weeks prior to your wedding date. Accepted forms of payment are: Cash, Check, VISA, MC, AMEX and DISCOVER. Payments received by City View Catering are non-refundable and non-transferable.

LAST MINUTE CHANGES

Two weeks prior to your wedding date we are no longer able to decrease your guest count however we are happy to increase should last minute guests inform you they are able to attend. **Any changes made within (5) days of the wedding will incur a \$50.00 administrative fee per change.**

FREQUENTLY ASKED QUESTIONS

What happens with leftover food?

For insurance and health reasons, we cannot allow food to leave the premises once it has been out on a buffet or removed from our portable ovens.

However, we do understand that some couples do not feel like eating or get the opportunity to eat during their reception so we prepare a complete meal for them to take at the end of the evening. This food is kept warm and at proper temperature to ensure safety.

Is gratuity included?

City View Catering does not charge a service charge or gratuity for the service staff. At the client's discretion, any gratuity received will go directly to the staff providing services for your event.

Should we consider Wedding Insurance? ***

Though you might not want to think about it, disasters can strike your wedding day. From a sudden cancelation to stolen gifts to a damaged gown, wedding insurance can help protect you against the unforeseen, and can also afford you great peace of mind.